

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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JULY 8, 2003

**FROM:** GARY PENROD, Sheriff  
Sheriff's Department

**SUBJECT:** EMPLOYMENT CONTRACT WITH ROBERT MERGEN TO PROVIDE SERVICES AS A  
PART-TIME MOTORCYCLE INSTRUCTOR

**RECOMMENDATION:** Approve employment contract with Robert Mergen to provide services as a part-time Motorcycle Instructor for the Sheriff's Department Emergency Vehicle Operations Center (EVOC), at a rate of \$27 per hour.

**BACKGROUND INFORMATION:** The Sheriff's Department EVOC Training Center provides a wide variety of drivers' training courses to various law enforcement agencies, public entities, private companies and individuals throughout the United States. One of the training programs provided by EVOC is a Commission on Peace Officer Standards and Training (POST) approved motorcycle course. EVOC provides approximately thirty-two weeks of motorcycle training each year. In order to maintain a student-to-teacher ratio of 4:1, approximately three instructors are used for each session. Due to scheduling conflicts with the instructors, the Department has found it necessary to maintain a "pool" of instructors. The Department currently has 16 part-time motorcycle instructors that work an average of 300 hours each per year. The current rate of pay for motorcycle instructors is \$27 per hour.

All applicants must be full-time Motorcycle Peace Officers, and have successfully completed a POST approved motorcycle instructor course. There is such a small pool of potential candidates that it is not cost effective to advertise in a wider medium. Several applications were submitted for this position. Mr. Mergen was selected based on skill level and experience.

This contract shall be for a period of one year, automatically renew for successive one-year periods, and provide for termination upon fourteen (14) days notice.

**REVIEW BY OTHERS:** This item has been reviewed by Human Resources (Bob Windle, Human Resource Officer) on June 23, 2003; has been reviewed and approved as to legal form by County Counsel (W. Andrew Hartzell, Deputy County Counsel) on June 13, 2003; and reviewed by the County Administrative Office (Mario Lara, Administrative Analyst) on June 27, 2003.

**FINANCIAL IMPACT:** The total annual cost of this contract, estimated at \$8,303, is included in the Sheriff's Department Contract Training Fund Budget for FY03/04 (SCB-SHR-SHR). The salary and benefit costs are fully offset by POST-approved course fees charged to course participants. No additional cost to the County.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action as the position is funded by the Sheriff's Contract Training Fund; therefore approval of this item will have no impact to local cost.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Greg Kyritsis, Captain, 387-3637

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Record of Action of the Board of Supervisors

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